

# Bulletin

February 1, 2006

Minnesota Department of Human Services □ 444 Lafayette Rd. □ St. Paul, MN 55155

**OF INTEREST TO**

- County Directors
- Social Services Supervisors and Staff
- County Financial Workers
- Financial Assistance Supervisors
- Native American Tribes

**ACTION**

Action Indicated:  
Incorporate new forms with questions about certain applicants' employment histories.

**DUE DATE**

Effective date: The information in this bulletin is effective as of the date of publication.

## New SMRT Documentation Requirements for Adult Cases

**TOPIC**

The State Medical Review Team (SMRT) requires additional documentation from certain individuals who apply for Minnesota Health Care Programs.

**PURPOSE**

- Notify counties of changes to SMRT review process to comply with federal Social Security Administration (SSA) criteria for determining disability
- Advise counties of new forms: DHS 4565 and DHS 4566, which are now available on [e-docs](#).

**CONTACT**

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**SIGNED**

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BRIAN J. OSBERG

Assistant Commissioner

Health Care

### **County Action Required**

The SMRT developed DHS forms 4565 and 4566 for counties to use *only when the SMRT requests* the forms be completed for an applicant whose medical condition is not severe under Social Security Administration criteria. The forms ask for information concerning the applicant's ability to work. Some individuals may ask for help completing the forms. Usually they will ask their medical provider, a family member or friend to help them, but some may ask their county worker for assistance. Please assist applicants as needed. You may not answer the questions for them or coach them in their answers, but you are expected to help them understand the questions, help them write their answers on the form and to help them gather medical records or other documents for submission to the SMRT. Then submit the completed form(s) to the SMRT. Again, the forms must be completed *only* when SMRT requests you to send them to an applicant. SMRT will review all information in the order it is received.

### **Background**

Federal SSA disability review criteria entails a five-step process the government follows in determining whether an individual is disabled, and, if so, eligible for social security benefits. The factors SSA considers are briefly stated here:

1. the applicant's current work status;
2. the severity of the applicant's impairment;
3. whether the severity of the applicant's impairment meets SSA criteria;
4. whether the applicant is able to do any work he or she did in the past; and
5. whether the applicant is able to do any other type of work.

Applicants for federal benefits can wait for up to two years before a final determination is made. This wait creates a hardship for many people who have no other means of medical coverage. The SMRT has been able to render determinations in a much more timely fashion, partly because until now the SMRT has only conducted the first three steps. The SMRT did not consider an applicant's ability to do past work or any other type of work, partly because state law does not require MA recipients to be completely unable to work in order to receive MA benefits.

Now, however, the SMRT will comply with all five steps of the SSA review process when determining whether an individual qualifies for MA because of a disability. The SMRT will comply through the use of the two new forms. The forms *will not* be required for most disability applicants. The SMRT will send a request for additional information to the county when one or both forms are necessary to complete the review.

### **Special Needs**

This information is available in other forms to people with disabilities by contacting us at 651-431-2493 (voice), or through the Minnesota Relay Service at 1-800-627-3529 (TDD), 7-1-1 or 1-877-627-3848 (speech to speech relay service).